

HEADQUARTERS  
UNITED STATES EUROPEAN COMMAND  
UNIT 30400  
APO AE 09131

STAFF MEMORANDUM  
NUMBER 30-9

17 May 2001

**PERSONNEL**

Key Personnel Availability and Absences

- 
1. **Summary.** This Staff Memorandum (SM) establishes policy and procedures for notifying the Command Group and staff of key personnel absences.
  2. **Applicability.** This SM applies to all HQ USEUCOM Directors and Office Chiefs and Deputies. Major tenant organizations, e.g., NCEUR and DISA, are invited to participate in order to keep the Command Group informed of their planned travel and absences.
  3. **Internal Control Systems.** This Staff Memorandum contains internal control provisions and is subject to the requirements of the internal management control program. For HQ, USEUCOM and subordinate joint activities, the applicable internal control directive is ED 50-8, Internal Management Control Program.
  4. **Suggested Improvements.** The proponent for this Staff Memorandum is the Secretary of the Joint Staff. Suggested improvements should be forwarded to HQ, USEUCOM, ATTN: ECJS, Unit 30400, Box 1000, APO AE 09131, or ECJS Officers Group on EUCOM SLAN.
  5. **Policy.**
    - a. Either the Director/Office Chief or his/her Deputy will be present for duty at HQ USEUCOM.
    - b. At all times, a minimum of two Directors will be present for duty at HQ USEUCOM.
    - c. Absences of Directors, Deputy Directors and Office Chiefs will be projected for three months, and reported to SJS for inclusion in the Daily Schedule/Staff Absences Report.

d. HQ USEUCOM Chief of Staff (ECCS) or the Deputy Commander in Chief (DCINC) will approve dual absences when Staff Directors/Office Chiefs and Deputies assigned to HQ USEUCOM and SOCEUR are required to be away from the headquarters simultaneously.

e. HQ USEUCOM assumes that major tenant organizations have established policies and procedures to provide for mission essential support. When appropriate, the major tenants are encouraged to advise the Office of the Chief of Staff when the organization's Chief and Deputy will be absent simultaneously and furnish the name of the designated representative.

f. Exceptions to this policy will be made by the Chief of Staff.

## 6. **Procedures**

a. SJS maintains the Major Events Calendar located on the ECJS Public Outlook Folder or on the USEUCOM SLAN homepage. It records dates of scheduled conferences, exercises and distinguished visitors.

b. SJS posts the Daily Schedule/Staff Absences Report daily to the HQ USEUCOM Web Page ([http://www.ecuom.smil.mil/ecjs/DailySched\\_files/ailySched.htm](http://www.ecuom.smil.mil/ecjs/DailySched_files/ailySched.htm)). This includes the dates of departure/return, destination, purpose and remarks. The remarks will contain an explanation of authorized leave in conjunction with TDY. For General/Flag Officers, the schedule will indicate the specific purpose for the TDY; such as attending a conference, participating in a ceremony, etc.

c. Use Appendix A available on the Public Drive (P:\Templates\Word-HQUSEUCOM\Appendix A SM30-9) to submit information of key personnel availability to SJS as they become known, but no later than 1500 daily. Contact the SJS Secretary, 430-4452, for additional information.

d. Directors/Office Chiefs and Deputies assigned to HQ USEUCOM should request approval from the Chief of Staff or DCINC as soon as dual absences are contemplated utilizing the suggested format shown in Appendix B located on the Public Drive (P:\Templates\Word-HQUSEUCOM\Appendix B SM30-9).

(1) Approved periods of dual absence will be reported to HQ USEUCOM Secretary Joint Staff (SJS) for inclusion in the command's Daily Schedule report. Copies of the Daily Schedule will be provided to the HQ USEUCOM Emergency Action Cell and the European Theater Command Center.

(2) Approval and reporting of dual absences of HQ USEUCOM Directors/Office Chiefs and Deputies and its sub-unified commands will ensure appropriate personnel are available for Continuity of Operations, contingency response, staff coordination and appropriate representation for official visits.

e. Mark and handle the reports under the prevailing security guidance for the itineraries of senior officials.

FOR THE COMMANDER IN CHIEF:

OFFICIAL:

DANIEL J. PETROSKY  
Lieutenant General, USA  
Chief of Staff

DAVID R. ELLIS  
LTC, USA  
Adjutant General

APPENDIXES:

A - Key Personnel Planned Absence  
B - Directorate/Staff Agency Dual Absence Request

DISTRIBUTION:

P

3  
APPENDIX A

**KEY PERSONNEL PLANNED ABSENCE**

TODAY' S DATE:

ORGANIZATI ON:

RANK:

LAST NAME:

DESTI NATION:

DEPARTURE DATE:

PROJECTED RETURN DATE:

PURPOSE OF TRIP: (TDY, LEAVE, ETC. )

REMARKS:

**APPENDIX B****DIRECTORATE/STAFF AGENCY  
DUAL ABSENCE REQUEST**

1. Request approval of a dual absence for \_\_\_\_\_ and \_\_\_\_\_,  
(Dates).

- (Rank/Name) will be (Location and purpose of trip).
- (Rank/Name) will be (Location and purpose of trip).
- Provide rationale for the dual absence.
- Indicate who will be in charge as a result of the Dual Absence.

2. Staff Absences, as of Date.

- Copy and paste 'Daily Schedule' here that is posted on the HQ USEUCOM Web Page  
([http://www.eucom.smil.mil/ecjs/DailySched\\_files/DailySched.htm](http://www.eucom.smil.mil/ecjs/DailySched_files/DailySched.htm)).

3. Visitors and Exercises, as of (date):

Example:

2 Feb - RADM Cook, USN, Director Logistics, SPACECOM  
3-5 Feb - Brig Gen Homes, USAF, JTF PC, Commander  
4-8 Feb - Mr. John Smith, Under Secretary for Housing  
1-15 Feb - EUCOM Response Cell Exercise Solid Endeavor  
5-20 Feb - EUCOM participation NATO Exercise Brave Warrior

**NOTE: SOURCES OF DATA (ALL SHOULD BE USED):**

Daily Schedule/Staff Absences produced by SJS  
CSL/Command Group Listing Visit Taskers  
ECCS-P: Report of Distinguished Visitors

\_\_\_\_\_ Approved

\_\_\_\_\_ Disapproved

\_\_\_\_\_ Other

B-1